

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

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SPRING MEETING IN NEW YORK, NEW YORK



View of New York City looking South from Midtown Manhattan, circa 1937. Photo courtesy of the New York City Municipal Archives.

NEW YORK, NEW YORK

The lights of Broadway; the wheeling and dealing of Wall Street; the sophistication of Fifth Avenue: all this and more will beckon to the MARAC faithful when the "Big Apple" is host to the Spring 1994 meeting. After a hiatus of more than ten years, New York City will roll out the red carpet to welcome our members once again. The meeting will be held at the Ramada Hotel Pennsylvania, at Seventh Avenue and Thirty-Third Street. Located directly across from Pennsylvania Station, the newly renovated hotel affords easy access to all the wonders of the City.

The theme of the Spring meeting is "From Cobblestones to Crabgrass: Documenting Cities and Suburbs." Drawing on speakers representing a wide spectrum of disciplines and urban areas, the program spans three centuries. General sessions will provide the context for presentations on immigration, racial and ethnic groups, politics, education, literature and the arts, public health, the environment,

popular culture (including rap music), the media, changing images of cities and suburbs, archaeology, photographs, industry, business, and labor. An entire session on the law will treat the Library of Congress's recent opening of the papers of Supreme Court Justice Thurgood Marshall, while Ronald Grele's Oral History Workshop focuses on documenting the administration of New York City Mayor Ed Koch.

Several workshops on Thursday will be held in nearby institutions, allowing participants to visit some of New York City's major repositories. In addition to covering the basic archival skills of appraisal, conservation, arrangement and description, projected workshops include Conservation (at the New York Public Library), Exhibits (at the National Archives-Northeast Region), Micrographics (at the New York City Department of Records and Information Services), Documenting Immigration (on Ellis Island), Oral History, The MARC Format, Security, and Grant Funding.

All work and no play is not what the local arrangements committee has in mind, however. The traditional Friday evening reception will be held at the Fashion Institute of Technology outdoor sculpture garden. FIT is a short five block walk from the conference hotel. After the reception, local archivists will act as guides to famous, and infamous night spots and eateries around town. Tours of some of the city's well known, and not so well known, sights are planned. Naturalists will be guided through Central Park to see the annual bird migration.

Mark your calendars! Plan to join us on May 12 to 14, 1994 and help make this the most enjoyable MARAC meeting ever.

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News from the National Archives

On December 1, the Acting Archivist submitted to the office of Management and Budget a plan for streamlining the National Archives so that the agency works better and costs less. It also meets the goals for employee reduction established by President Clinton and the Office of Management and Budget.

The plan calls for the National Archives to take fourteen steps aimed at putting customers first, empowering employees to get results and cutting red tape. It also addresses organizational issues to renew the agency's commitment to basic archival and records and information management functions which it is statutorily mandated to perform. It suggests a 12 percent reduction in employees from a fiscal year 1993 base of 2,750 to a fiscal year 1999 base of 2,420.



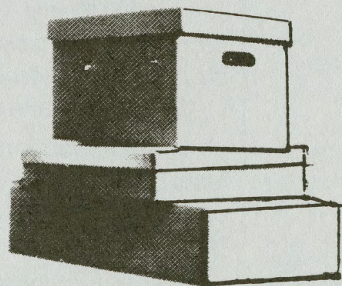
The long awaited move of National Archives offices and records to the new facility at College Park (known as Archives II) is underway. The Office of Federal Records Centers, the Agency Services Division, and the Records Appraisal and Disposition Division are now located in the new building. The Nixon Presidential materials and the Cartographic and Architectural Branch are now moving. The first textual records in the agricultural and interior groupings are scheduled to begin moving in January 1994.



The House of Representatives approved legislation in September to continue the grant program of the National Historical Publications and Records Commission for five more years. The Commission itself met in November and recommended \$1,092,235 for eight documentary editing projects, \$28,000 for three subvention grants, \$153,652 for 14 documentary editing bridge grants (to bring ongoing grant periods into conformity with the Commission's long range plan), \$340,553 for five electronic records projects, and \$257,606 for 15 state board planning grants. The Commission also awarded two fellowships in archival administration to the Minnesota Historical Society and the University of Washington, Seattle. The Commission's 1994 fiscal year appropriation for grants is \$5.25 million.

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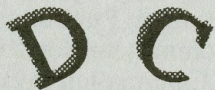
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State & Local News



DC

The *Metro DC History News*, a Publication of the Historical Society of Washington D.C. began publication with Vol 1 No.1 in Fall, 1993. The address is The Historical Society of Washington D.C., 1307 New Hampshire Avenue N.W., Washington D.C. 20036-1507. The phone number is 202-785-2068.



MD

The American Institute of Physics, including the Center for History of Physics and its Niels Bohr Library moved to the American Center for Physics building in College Park on October 22, 1993. The new address is Center for History of Physics, One Physics Ellipse, College Park, MD 20740. Phone numbers are 301-209-3165 for the Center Office and 301-209-3175 for the Niels Bohr Library.



The Maryland State Archives received a grant from the NEH Educational Program. The two-year grant will fund Summer Teachers Institutes. The Teacher Institutes will train middle and high school teachers on the use of primary sources in the classroom. This grant builds upon the Documents in the Classroom program developed at the State Archives. Teachers will have the opportunity to work with document sets, meet with scholars, and

make field trips. The Institutes will run for two summers starting in 1994 and host 15 teachers per session. For more information, contact Rocky Rockefeller at (410) 974-3914.



Spring and Summer course offerings in the College of Library and Information Services at the University of Maryland, which includes HILS, the joint M.A. program, are as follows:

- Spring 1994: Dr. Marilyn Pettit will teach computers and archival administration and a new course on problems of records structure in complex organizations. Dr. Frank Burke will teach his courses on the archivist and the law, and records management.
- Summer 1994: Dr. Pettit will offer a new course, "Materials in Archives and Libraries for the Study of African-American Life and Culture," with guest lecturers from D.C./Maryland/Virginia archives and manuscript repositories. Michael Kurtz of the National Archives will offer his course on archives administration, and Prof. David Grimsted of the University of Maryland History Department will offer his introduction to archives and manuscript repositories.

For further information, call Dr. Frank G. Burke at 301-405-2044 or Dr. Marilyn H. Pettit at 301-405-2001.



NJ

The October 17, 1993 issue of *The New York Times* featured an article on an oral history project undertaken about West Long Branch, New Jersey. The article featured comments by MARAC member Elsalyn Palmisano-Drucker.



League of Historical Societies of New Jersey Committee on Library Collections and Services

prepared by Frederic C. Pachman and Elsalyn Palmisano

The League of Historical Societies of New Jersey is a coalition organization of 200+ historical societies representing a combined membership of 40,000 New Jerseyans. At the start of 1993 LHSNJ President Bernard Bush, former Executive Director of the New Jersey Historical Commission, created a Study Committee on Library Collections and Services to improve the condition of local historical society library collections and services, foster communication and cooperation among these libraries and promote their participation with statewide library networks.

The Committee has as its goals:

- Development of a series of *FactSheets* on topics of interest to the membership. *FactSheet #1* published in the October 1993 newsletter was titled "Grant Programs for Library and Archives Preservation/Conservation Projects", *FactSheet #2* to be published in the February 1994 newsletter is titled "Library and Archival Membership Organizations".
- Scheduling a general meeting program on the Caucus Archival Project Evaluation Service, offered by the MidAtlantic Regional Archives Conference in conjunction with the New Jersey Historical Commission. This program is tentatively scheduled for the June 11, 1994 meeting to be hosted by the Spring Lake Historical Society.
- Offer educational workshops for local historical society libraries in cooperation with the New Jersey Library Network regions.
- Distribution of a Library questionnaire to member organizations to survey holdings information, preservation activities, computer access, and other aspects of patron services.
- Promote inclusion of historical society library information in the *Official Directory of New Jersey Libraries* (LDA Publishing) and the *American Library Directory* (Reed Reference Publishing).

- Collaborate with the New Jersey State Library - Advisory Committee on Preservation and Access to foster identification and preservation of local and New Jersey history collections.

- Preparation of a list of volunteer resource people available for advice and assistance on topics relating to library collections and services. This will be incorporated into the LHSNJ Resource Directory.

Members of the Committee are: Bernard Bush (President, LHSNJ), Ron Axelrod (Jewish Historical Society of Central New Jersey), Toni Gutwein (Camden County Historical Society), Robert J. Hunter (Haddon Heights Historical Society), Barbara Irwin (Medical History Society of New Jersey), Rosalind Libbey (New Jersey Historical Society), Frederic C. Pachman (Historical Society of Ocean Grove), Elsalyn Palmisano (Historical Society of Ocean Grove), James T. Raleigh (Colts Neck Historical Society), and J.B. Vogt (Friends of Wallace House).

For further information contact: Bernard Bush, President - LHSNJ, 31 Bennington Drive, East Windsor, New Jersey 08520, (609) 443-8654.



NY

"Body and Soul: A century of Keeping New York Healthy" is an exhibit from the State Archives holdings on public health which opened in the West Hall of the State Museum on October 9.

The exhibit focuses on four areas in which the State has played a prominent, but not always a successful, role in protecting and promoting its

citizens' health: fighting public health threats posed by infectious diseases; safeguarding the environment and natural resources from harmful contamination; providing timely and affordable access to health care for all its citizens; and promoting healthy lifestyle choices by New Yorkers.

Documents and photographs in the exhibit include the Laws of 1778 in which the State prohibited inoculation with the smallpox virus; photographs of adults and young children in TB sanitariums; a 1907 survey of industrial wastes discharged into rivers and streams; a 1923 photograph of the interior of the Catskill Aqueduct; a letter from Governor Al Smith seeking information about England's national health insurance program; and a 1910 law imposing the State's first penalty for driving an automobile while intoxicated.



The Rye Historical Society is pleased to announce the receipt of a grant from the New York State Discretionary Grant Program for the Conservation and Preservation of Library Research Materials to be used for the preservation microfilming of the *Rye Chronicle* from 1905 to 1980. This is a cooperative project between the Rye Historical Society and the Rye Free Reading Room in which each will provide portions of their collection for microfilming.

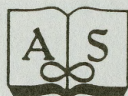
The *Rye Chronicle* has been the main and best source for information about events, opinions and concerns in Rye since it began publication in 1905. The microfilm will be kept at the Society's library and available to researchers Monday through Friday by appointment.

The Rye Historical Society operates the Square House Museum, One Purchase Street, Rye. The museum is open to the public for tours Tuesday and Saturday from 12:30-4:30 PM and Wednesday through Friday and Sunday from 2:30-4:30 PM.

Preservation Microfilming



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State & Local News

Continued from P. 6



PA

"Oral History in Pennsylvania" is the subject of a special theme issue of *Pennsylvania History*, the journal of the Pennsylvania Historical Association. Articles include a critical review of existing oral history collections in the state by Linda Shopes, editor of this special issue; an oral history based study of Min Matheson's effort to organize the garment industry in north-eastern Pennsylvania in the post World War II era by Robert Wolensky and Kenneth Wolensky; and an interview with Alice Hoffman, director of the Steel workers Oral History Project at Penn State's Historical Collections and Labor Archives. Also included are articles describing the use of oral history in a variety of settings and media, including in a museum, in the classroom, in the making of a video documentary, and in the documentation of local culture, as well as a number of review essays and book reviews. Copies are available at \$5.30 each (includes tax), plus \$1.50 shipping costs for the first copy and .50 for each additional copy from the Publications Sales Program, Friends of the PHMC, P.O. Box 11466, Harrisburg, PA 17108-1466 (717-783-2618). Make check or money order payable to "Friends of the PHMC."



WV

A national history conference on homestead and farmstead communities created during the Great Depression will be held on July 21-24, 1994 at Arthurdale, West Virginia. The conference will be held in conjunction with the 60th Anniversary of the homesteading of Arthurdale, the nation's first New Deal Community.

The conference is being sponsored by Arthurdale Heritage, Inc., a non-profit historic preservation group dedicated to protecting the history and structures of Arthurdale, the first community developed by the Division of Subsistence Homesteads of the Department of the Interior. The conference is being partially funded by a grant from the Claude Worthington Benedum Foundation headquartered in Pittsburgh, Pennsylvania.

Approximately 160 New Deal communities were located across the United States and its territories. They were administrated by the Division of Subsistence Homesteads, the Federal Emergency Relief Administration, the Resettlement Administration, or the Farm Securities Administration. Arthurdale Heritage, Inc. is interested in all of these communities and is collecting information about all of the sites for Arthurdale's New Deal Homestead Museum. Anyone who has information or materials to contribute, should contact Arthurdale Heritage, Inc.

Residents of New Deal communities, original homesteaders, descendants of homesteaders, scholars, and the general public are all invited to attend and participate in the conference. Additional information about the conference is available from: Conference Information, Arthurdale Heritage, Inc., P.O. Box 850, Arthurdale, WV 26520.

NEWS NOTES

The 9th Annual National Archives Preservation Conference will be held March 15, 1994, at the National Archives Building, Washington, D.C., in the Theater on the 5th Floor.

Topic: Acetate Film (sometimes called "safety film") Magnitude and Nature of Preservation Concerns: Motion Pictures, Still Photographs, Microforms, X-Rays, Sound Recordings, and Laminated Documents.

Preregistration required: \$50.00. For Registration Forms and Information, contact: Preservation Conference Coordinator

National Archives (NNP)
Washington, D.C. 20408
Tel.: 202-501-5355
Fax: 202-219-9324



The Special Collections Unit at Clemson University Libraries announces temporary limits to collection access due to preparations for the installation of mobile shelving in early summer 1994. There will be limited access to some collections beginning in January with no access to collections from May 9 through approximately late July. However, staff will be available to answer general questions and inquiries throughout this time period. Please call or write for information about specific collections and for the exact date the collections will be re-opened. Special Collections Unit, Clemson University Libraries, Box 343001, Clemson, SC 29634-3001; (803) 656-3031.

Institutional Profile

The Jewish Historical Society of Delaware (JHSD) was established in 1975 for the purpose of acquiring, preserving, and publishing material pertaining to the history of Jewish settlement and Jewish life in the State of Delaware. The Delaware Jewish community traces its beginnings to the landing of Dutch Jewish traders in the year 1655 at what is now New Castle. Jewish life did not flourish in the state, however, until the second half of the 19th Century. With the establishment in 1879 of the first Jewish organization in the state: the Moses Montefiore Society, Jewish life began to take on a more permanent and established nature and evolved into the present day community.

In 1976, the JHSD completed its first publication, *Jewish Delaware: 1655-1976 History, Sites, and Communal Services*. Subsequent publications include *Delaware and the Jews* and *Introduction to Delaware's Jewish Centennial: 1879-1979*. In 1990, the Society published its first finding aid titled *Collections: A User's Guide*. In addition to these various publications, a newsletter is also published approximately three times per year.

Materials housed within the archives include photographs, documents, oral histories, audio-visual materials, private papers, newspapers, and artifacts that record and document the organizational, cultural, religious, educational, and business activities of the Jewish Community in Delaware. A number of large collections documenting the lives of prominent Jewish Delawareans have been processed and cataloged. Among them are the Harry Bluestone Collection (prominent Social Worker and Community leader); the David Geffen Collection (noted Rabbi and Historian); and the Mollye Sklut Collection (noted WWII personality). In addition the holdings of the archives include records from the Jewish Community Center of Wilmington;

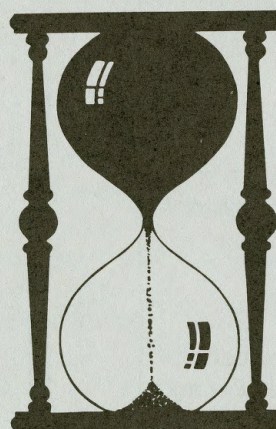
the Jewish Federation of Delaware; and the Adas Kodesch Shel Emeth Congregation, the oldest enduring congregation in the state. New acquisitions include the papers of William Penn Frank, a nationally known Delaware journalist, an extensive photograph collection of the Greenbaum family; correspondence from Jewish servicemen in World War II; and Minute and Membership books from the Adas Kodesch Shel Emeth Congregation some of which date to the 1890's. At the present time our collections represent approximately 75 topics and cover 300 linear feet of archival space. Since its founding, the Jewish Historical Society has sponsored lectures, forums, and exhibits relating to Delaware Jewish history and continues to strive to provide a wide range of services to the Jewish community as well as the general community. Through our efforts to preserve the records and papers of Jewish community life in Delaware we continue a vital link between the past, the present, and the future. Anyone interested in further information is encouraged to contact the Society at the following address: Jewish Historical Society of Delaware, c/o Historical Society of Delaware, 505 Market Street Mall, Wilmington, Delaware 19801.

— Julian H. Preisler, Archivist

Colonial Dames Scholarship

A scholarship to the National Archives' Modern Archives Institute, to be held June 6 - June 17, 1994, is available from the Society of American Archivists. The award, funded by the Colonial Dames of America, Chapter III, covers up to \$1,200 of the total tuition, travel, and housing expenses at the Institute (Tuition is \$475). To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title.

Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted in triplicate (original and two photocopies) to Patricia Ortega, 4102 Sampson Road, Silver Spring, MD 20906, by April 1, 1994.



Q&A

We are introducing a new section in the Mid-Atlantic Archivist. It is simply called Questions and Answers or Q&A for short. In each issue a new question will be introduced and up to three answers published. All questions and answers received become the property of MARAC and may be edited. Judith Knudsen and Cindy Swanson will be section editors for Q&A.

When submitting questions or answers please include your name, address and position. Q&As should be sent to Judith Knudsen, Librarian/Archivist, American Association of University Women, 1111 Sixteenth Street N.W., Washington, D.C. 20036-4873.

Question:

I am establishing an archives for a service organization, which has not systematically kept records of historical relevance at its headquarters. Staff leadership feels strongly that records are available from the membership and especially older former members. We would like to get the word out by direct contact and general advertisement in the organization's magazine that certain records are missing, and ask for donations. Given that there is very little storage space available and that we are dealing with older people and people of influence in the organization, what is the best way to get the records we want, keep the potential donors happy, but not be inundated with multiples of records we can't possibly store?

Question submitted by Lisa Mangiefico, Archivist, Soroptimist International of the Americas, Philadelphia, PA.

Answer 1:

My approach to this question calls for a balance between appreciation and ruthlessness. It's important when talking to potential donors to emphasize the value of their work to history, but

to impress on them that some types of records are more useful than others to historians.

Two background steps are necessary before you can advertise or talk to donors from a position of confidence. First, you must have a good grasp of what information and artifacts are important for your organization to preserve, how researchers in your subject operate, and what type of records are most useful and accessible for them. Part of this step is being able to project future research needs, and to foresee how storage and access to information might change with new technology. (A thousand unlabeled photographs might be inaccessible today, but when you win the lottery and put them on optical disk...)

The second step is to be clear about your collection development plan and its guidelines. Just what do you want

to collect? Do you want only items directly related to the work of your organization, or also background and related information? Are there time limits, geographic limits, format restrictions? We already know about your space considerations.

When meeting with potential donors, it helps to emphasize the steps of preservation and the special character and cost of preservation supplies. I show them completed collections, give them copies of finding aids, and demonstrate how the public can locate record groups through our online public catalog. When donors are properly impressed with the effort and expertise involved in processing a collection, they are more likely to understand that we cannot store or use duplicates, and that redundant sources of information have to have some other redeeming quality. At this

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point I bring up the terms of our deed of gift, which state that donations belong to us, cannot be returned, and that we have the right to dispose of materials and to decide how to arrange, store, catalog, and exhibit them.

This approach sometimes makes negotiations with donors long and drawn out. However, I have yet to have anyone decide not to donate because of reservations about our collection guidelines. It seems that continuing careful contact between the archivist and people of influence works to the benefit of the archives.

*Maggie Kalil, Archivist
Virginia Room Community Archives
Arlington County Public Libraries
Arlington, Virginia*

Answer 2:

Tough one without any real answers or procedures, but I think that archivists have to: 1) know the structure, personnel and membership, and the history of the organization in order to understand what activities are a vital part of the organization, and which records might be necessary for legal, financial reasons or for institutional history; and 2) Study the existing records to determine where there are gaps; (chronology & program), 3) Determine priorities as to which records should be acquired first, according to time and space availability; 4) publish directly through known participants or broadly through organizational newsletters the quest for records of particular years, activities, committees, etc. 5) and provide assistance through provision in correspondence and in newsletters of telephone numbers to contact to discuss donation and a form in the newsletter for members to describe what particular materials they have, 6) Elderly members (or their care managers) may not be able to deal with step 5 arrangements, for known holdings in this case, call upon a member of the organization or of the archives of record, via visit to home, etc.; 7) explore options for other storage if needed temporarily until donated records can be assessed for duplication or for their usefulness; 8)

explore reformatting options if donations provide an abundance of potentially useful materials (disc., microfilm, etc.)

*Sara Collins, Virginia Librarian
Arlington County Public Library
Arlington, Virginia*

Answer 3:

While an extremely elaborate documentation strategy may not be appropriate for your archives, it would be a useful exercise as you begin your solicitation effort to make a list of the documentation that you wish to capture. Make note of individuals in the organization that are likely to have generated and/or have possession of that documentation. You may discover that it would be advisable to call six or seven former officers and discuss your collecting needs with them first, before moving to the general membership. You may also discover that a call to the membership at large may not be actually necessary, or that your notice to members-at-large should be confined to a request for missing issues of particular publications, anecdotal information on key meetings or events in the history of the organization, photographs, and the like.

In talking with individual members, or in addressing the general membership, it would be advisable to let your potential donors know that certain types of materials have marginal significance (e.g., office supply invoices) or redundant information (e.g., third or fourth copies of board minutes and duplicate publications) might be discarded. It is usually very easy to explain to people why this is necessary. You might want to consider the option of promising donors to return materials not needed in the archives if they so desire. Make sure that your appraisal work is occurring before or at least during the accessioning phase – and not years after donations have been accessioned.

These approaches should help to keep your shelving in the archives free of unwanted or redundant information and partially empty for many years to come.

*Lauren Brown, Curator
Archives & Manuscripts Department
University of Maryland at College Park
Library
College Park, Maryland*

Next Issues Question:

I work in a small archives with an equally small budget. Does anyone have suggestions for ways that I can increase the visibility of my collection to the public — without a great deal of expense? I would be grateful for any ideas/ tips you could give me. (Washington, D.C.)

EMPLOYMENT

As a service to the MARAC membership the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The *maa* reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

There is not a fee for publishing job opportunities; however, announcements from the MARAC region will be given priority. The deadlines for the *maa* are December 1st, March 1st, June 1st and September 1st. Because the *maa* is delivered via bulk rate, exact delivery dates cannot be guaranteed.

It is assumed that all employers comply with Equal Opportunity/Affirmative Action regulations.

APPLICATIONS INVITED FOR 1994-95

NHPRC FELLOWSHIPS IN ARCHIVAL ADMINISTRATION

November 15, 1993. The National Historical Publications and Records Commission (NHPRC) is now accepting applications for two Fellowships in Archival Administration. Jointly funded by the Commission and The Andrew W. Mellon Foundation, these fellowships will provide advanced administrative training in archives. For the 1994-95 fellowship year, the stipend is \$35,000, with up to \$7,000 in fringe benefits, for a nine-to twelve-month period beginning between August and October 1994. Fellows will also have some funds available for professional travel during their fellowship year.

Fellows are provided with a series of administrative and decision-making experiences. Included in past fellowships have been such diverse areas as appraisal, budget preparation, personnel administration, publications, plant operation, long-range planning, disaster planning, collection policy development, and committee activities. In addition to work in these areas of administration, the fellow is expected to complete a technical project.

Applicants should have between two and five years' experience in professional archival work. While not required, it is desirable that applicants have the equivalent of two semesters of full-time graduate training in a program containing an archives education component.

Host institutions for the 1994-95 fellowship will be:

- **Minnesota Historical Society, St. Paul, MN.** The fellow will report directly to Lila J. Goff, Assistant Director for Library and Archives. The fellow will also work with three department heads. In addition to participating in general activities such as personnel supervision, budgeting, institutional relationships, and collection management, the fellow will also work with the Minnesota State Historical Records Advisory Board, and will become familiar with projects of the International Council on Archives' Committee on Oral History, the Midwest Archives Conference, and the Society of American Archivists' Manuscripts Section. For the technical project, the fellow will be asked to work on reappraisal issues, including an analysis of the prospects and procedures for implementing the society's recently developed reappraisal guidelines for Congressional papers and political and corporate audio-visual collections; an analysis of the state archives' collections in light of society policies and goals and specific legislation relating to government records; and recommendations for a long-term plan for institution-wide reappraisal and deaccessioning approaches and procedures. The fellow will be encouraged to prepare an article for *The American Archivist* or *Archival Issues*.

- **University of Washington Libraries, Seattle, WA.** Working closely with Karyl Winn, Curator of Manuscripts and Head of the Manuscripts & University Archives Division, the fellow will facilitate the process of collection analysis and the redefinition of collection strategies for private papers and records. In this technical project, the fellow will investigate comparable projects of other institutions and will arrange and participate in a series of meetings with library selectors, faculty, and other parties interested in the division's collecting priorities. The fellow will also improve inadequate inventory/guides to archival holdings, help acquire papers from private donors, follow up on archival agreements with organizations, and share reference and other duties of the Manuscripts & University Archives Division.

Fellowship application forms and more complete descriptions of the individual host programs should be requested from the NHPRC, National Archives Building, Washington, DC 20408 (telephone: 202-501-5610). The forms must be completed and received by the Commission by March 1, 1994.

Following the March 1, 1994, deadline, the Commission will provide the completed fellowship application forms to the host institutions, each of which will select a fellow by mid-June 1994.

PROJECT ARCHIVIST VIRGINIA HISTORICAL SOCIETY

Responsibilities: Under an eighteen-month federal grant, the project archivist will conduct a retrospective conversion of the Society's descriptions of manuscript collections containing significant groupings of women's history records. The project archivist will generate MARC-AMC formatted records, upload those records into the OCLC database, prepare some original cataloging of unprocessed collections, and compile entries for a published guide to the Society's Women's History holdings.

Qualifications: M.A. degree in American or Southern history, with concentration in women's studies preferred, or an M.L.S. with concentration in archival studies; experience as a manuscripts cataloger; strong working knowledge of US MARC-AMC format required; demonstrated written and oral communication skills; some knowledge of Virginia history helpful. The Virginia Historical Society is an equal opportunity employer and does not discriminate in regard to race, gender, age, or other factors. Women and minority candidates strongly encouraged to apply.

Salary: \$25,000 minimum, with excellent benefits package.

Apply to: E. Lee Shepard, Senior Archivist, Virginia Historical Society, P.O. Box 7311, Richmond, VA 23221-0311, with letter of interest, current resume, and list of three references. Position open January 1, 1994.

ARCHIVIST

Educational association based in Reston, VA seeks full-time Archivist to manage and maintain the development and preservation of an extensive archives collection in the health and physical education fields.

Qualifications: include M.A. or M.L.S. with concentration in archival administration; 3-5 years experience in appraising records series (including electronic records) identifying historical records and preparing records schedules; database management and records management training, and demonstrated management responsibility for a significant archival collection.

Required: proficiency in word processing; ability to lift, shelve and retrieve boxes; strong presentation skills; excellent written and verbal communication skills, and ability to travel. A strong interest in institutional history activities is desirable.

Salary: mid-twenties with excellent benefits package.

Please fax (703-476-9527) or send cover letter and resume to:

Judy Kenefick
American Alliance for Health, Physical Education,
Recreation and Dance (AAHPERD)
1900 Association Drive
Reston, VA 22091

ARCHIVIST

Episcopal High School, an independent coeducational boarding school in Alexandria, Virginia, seeks an archivist to head the planning and facilitation of a new project to create a permanent archival collection. The ability to survey and assess the document inventory, to have an eye for space planning and to create a follow-up materials management plan are important assets for the candidate. In addition, experience in working with initial archival projects would be very beneficial. For this full-time position, the salary is competitive and will be commensurate with experience. Forward inquiries or resumes to:

Carolyn Austin Miller
Episcopal High School
1200 North Quaker Lane
Alexandria, VA 22302
(703) 379-6530

ASSISTANT ARCHIVIST

Part-time position, approximately 20 hours a week. Schedule is flexible.

Duties: Cataloging photographs, films and other archive materials using an in-house database system, INMAGIC. Some processing and indexing may be required.

Qualifications: Bachelor's degree or the equivalent, archival or library experience preferred, but not necessary. Wordperfect knowledge a plus.

Salary: \$15,000.00

Application: Position open immediately. Send resume and references to: Susan M. Mitchem, Archivist, The Salvation Army National Archives, 615 Slaters Lane, P.O. Box 269, Alexandria, Virginia, 22313.

EMPLOYMENT

Project Archivist

The New York Botanical Garden seeks a Project Archivist to fill a temporary, part-time position, 26 weeks, 16 hours per week in the Library.

Requirements: At least one year of work experience in archival processing and in arrangement. Knowledge of personal computers and their application to archives, MARC.AM format, RLIN, MINARET. MLS from an accredited library school, with training in archival processing.

Duties and Responsibilities: The Project Archivist will organize, arrange and describe personal and research papers of a distinguished 20th century botanist/senior scientist at NYBG.

Salary: Commensurate with Experience.

Qualified candidates may mail applications to the Personnel Department or leave them with the receptionist. Application deadline for this position is until filled.

MARAC NEWS

1993 ARLINE CUSTER AWARD COMMITTEE

Diana Lachatanere
Cynthia Pease Miller
Emily Oakhill
David Weinberg
Paula Williams

The award honors the memory of Arline Custer (MARAC member and editor of NUCMC) by recognizing publishing achievement by MARAC members or others within our region.

This year we want to make two awards and an honorable mention:

One award goes to William Allen's book: *The Dome: An Architectural History of the U.S. Capitol*. This well-written account is an excellent example of using primary source material to bring the reader into a historical debate — in this case the development of the Capital Building. The book combines high quality of scholarship with an appealing layout to produce a book that is quite accessible to a broad audience.

The other award goes to *The United States at War: 1944* produced by the National Archives and SIRS Inc. This is a teaching packet combining reproductions of documents, a teachers guide, and film clips on videotape. This package effectively brings historical resources into the hands of both secondary students and their teachers. Its judicious use of documents covers not only diplomatic, military, and domestic policies but also provides coverage of controversial decisions as well as ethnic and minority issues during the year 1944. There is also a section on the process of collecting records about the war effort at the local level.

Emily Soapes accepted the award on behalf of the National Archives. Since the federal employees who produced this entry cannot accept MARAC's cash award, they have asked that it go the National Archives Volunteers Association "Brent School Collaboration" which will support work between the Archives and a Southeast Washington school.

The committee also awarded an honorable mention to the Library of Congress for its publication *Acquisitions: Manuscript Division 1991*. This annual publication is of uniformly high quality which makes it an excellent outreach tool. It consists of well-written essays which place recent acquisitions in a historical context and make clear their research value to scholars. The attractive layout and good use of photographs makes it a valuable tool for promoting the Manuscript Division and for showing to potential donors.

Finally, it is not too early to ask all of you to think about your own publications or those of researchers using your collections. Next year's Custer Award will be for publications appearing between August 1993 to July 1994. We hope that you will submit items or encourage others to do so.



MARAC Mentoring Program

The Membership Development Committee is organizing a mentoring pilot project for MARAC members. The goal of this *informal* program is to help students and new members identify interests in setting career goals and assist in developing professional contacts. All details are not finalized yet, but those members interested in participating will be asked to complete a form that will

be included with the registration materials for the semi-annual meetings. Participants will be encouraged to get together during the Fall or Spring meetings. If you have any comments or want additional information, please write or telephone: Jeff Flannery, Manuscript Division, Library of Congress, Washington, D.C. 20540-4780, (202) 707-5387 or Jennie Guilbaud, Agency Services Division (NIA), National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001, (301) 713-7116.



Pennsylvania Historical and Museum Commission Awards \$3,000 to MARAC Seminar Series

An award of \$3,000 from the Pennsylvania Historical and Museum Commission made it possible for the MARAC Education Committee to offer a special series of seminars at the Gettysburg fall meeting. The seminars provided an alternative to the traditional pre-conference workshops and brought participants together by repository type for a day of discussion.

The PHMC award, which was administered through Lafayette College as a Pennsylvania institution, covered honoraria, lodging, and food for the seminar leaders, as well as the separate printing and postage costs associated with the seminars. With the support from the PHMC, the cost to attend the seminar was only \$15 per participant.

More than 125 archivists attended one of the five sessions: archives of business and cultural organizations, college and university archives, manuscript repositories/historical societies, religious archives, and local government archives. Response to the seminars was quite favorable. Participants appreciated the chance to share ideas and meet others in this more informal setting. The majority of participants wanted to see this kind of program offered by MARAC again in the future.

PHOTO RESEARCH ALERT!

Beginning in early January 1994, the Prints and Photographs Division of the Library of Congress will implement a new, one-year pilot project to limit the number of researchers in its Reading room to eight walk-in patrons and three patrons with appointments.

Appointments are required when researchers expect to view more than 15 original items from the collections of posters, drawings, master photographs, and fine prints (but NOT from the bulk of P&P's collections of documentary photography).

According to Mary Ison, head of the Reading Room, the new procedures were designed to respond to "traffic jams" occurring in the afternoon as a result of underuse in the mornings. The appointment service is not new, but she hopes the new policy will encourage more patrons to make appointments for consultations.

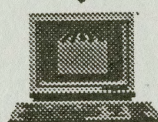
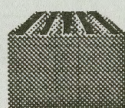
A waiting list will be available for walk-in patrons. To schedule an appointment, contact Mary Ison: 202-707-8867.

In addition, a representative from the library's Photoduplication Service will be stationed in the reading room from 9:30 to 11:00 AM and from 2:30 to 4:00 PM to take any non-cash orders.

Reprinted from the Metro DC History News

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TREASURER'S REPORT
Mid-Atlantic Regional Archives Conference

Treasurer's Report, 1992 - 1993 Fiscal Year
July 1, 1993 - September 30, 1993

| Category | Budget | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter | % of Budget | Total | 1991-92 Actual |
|----------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|----------------|
| REVENUE AND SUPPORT | | | | | | | | |
| Membership Dues | \$10,700.00 | \$7,649.00 | \$1,095.00 | \$508.00 | \$2,842.00 | 114% | \$12,094.00 | \$12,028.00 |
| Publications Sales | 450.00 | 187.00 | 126.50 | 166.86 | 86.00 | 127% | 566.36 | 397.46 |
| Pub. Advertising | 1,200.00 | 150.00 | 867.00 | 857.00 | 351.00 | 185% | 2,225.00 | 1,133.00 |
| Bank Interest | 1,700.00 | 465.17 | 327.78 | 217.71 | 215.70 | 72% | 1,226.36 | 2,074.57 |
| Conferences | 6,000.00 | 1,102.73 | 3,783.56 | 60.00 | 0 | 83% | 4,946.29 | 2,679.16 |
| Mailing List Sales | 100.00 | 80.00 | 80.00 | 0 | 0 | 160% | 160.00 | 60.00 |
| Contributions | 400.00 | 348.00 | 0 | 0 | 80.00 | 108% | 428.00 | 380.00 |

| | | | | | | | | |
|----------------------------------|--------------------|-------------------|-------------------|-------------------|-------------------|-------------|--------------------|--------------------|
| Total Revenue and Support | \$20,550.00 | \$9,981.90 | \$6,279.84 | \$1,809.57 | \$3,574.70 | 105% | \$21,646.01 | \$18,752.19 |
|----------------------------------|--------------------|-------------------|-------------------|-------------------|-------------------|-------------|--------------------|--------------------|

EXPENSES

| | | | | | | | | |
|---------------------|------------|----------|----------|----------|----------|------|------------|-------------|
| General | \$1,110.00 | \$20.00 | \$500.00 | 507.86 | \$0 | 93% | \$1,027.86 | *\$2,385.85 |
| Administrator | 5,300.00 | 527.31 | 337.00 | 1,681.63 | 770.53 | 65% | 3,316.51 | * 1,922.16 |
| Treasurer | 850.00 | 32.89 | 480.00 | 0 | 0 | 60% | 512.89 | * 0 |
| Membership | 1,250.00 | 29.00 | 217.60 | 37.43 | 262.34 | 44% | 546.37 | * 1,075.50 |
| Committees | 2,875.00 | 111.30 | 766.45 | 20.00 | 1,937.63 | 99% | 2,835.38 | 2,431.63 |
| Conference Advances | 2,000.00 | 0 | 50.00 | 500.00 | 0 | 28% | 550.00 | 1,500.00 |
| Publications | 12,950.00 | 2,623.70 | 4,656.00 | 2,233.00 | 5,469.70 | 116% | 14,982.40 | 9,015.70 |
| Awards | 300.00 | 200.00 | 0 | 100.00 | 0 | 100% | 300.00 | 300.00 |
| Miscellaneous | 50.00 | 22.00 | 0 | 0 | 0 | 44% | 22.00 | 109.39 |

| | | | | | | | | |
|-----------------------|--------------------|-------------------|-------------------|-------------------|-------------------|------------|--------------------|--------------------|
| Total Expenses | \$26,685.00 | \$3,566.20 | \$7,007.09 | \$5,079.92 | \$8,449.20 | 91% | \$24,093.41 | \$18,740.23 |
|-----------------------|--------------------|-------------------|-------------------|-------------------|-------------------|------------|--------------------|--------------------|

| | | | | | | | | |
|---------------------------------|--|-------------------|-------------------|---------------------|---------------------|--|---------------------|----------------|
| NET INCOME or (NET LOSS) | | \$6,415.70 | (\$727.25) | (\$3,270.35) | (\$4,865.50) | | (\$2,447.40) | \$11.96 |
|---------------------------------|--|-------------------|-------------------|---------------------|---------------------|--|---------------------|----------------|

SUMMARY

| | |
|-----------------|-------------|
| Opening Balance | \$46,004.02 |
| Income | 3,574.70 |
| Expenses | 8,440.20 |

| | |
|------------------------|--------------------|
| Closing Balance | \$41,138.52 |
|------------------------|--------------------|

Cash Accounts

| | |
|-----------------|------------|
| Checking Accts: | \$5,071.38 |
| Savings Accts: | 16,067.14 |
| Cert. of Dep: | 20,000.00 |

| | |
|--------------|--------------------|
| Total | \$41,138.52 |
|--------------|--------------------|

| Fund | Opening | Credits | Debits | Closing |
|--------------|--------------------|-------------------|-------------------|--------------------|
| Current | \$8,276.02 | \$3,494.70 | \$4,440.20 | \$7,330.52 |
| Endowment | 6,728.00 | 80.00 | | 6,808.00 |
| Reserve | 24,000.00 | | | 24,000.00 |
| Surplus | 7,000.00 | | 4,000.00 | 3,000.00 |
| Total | \$46,004.02 | \$3,574.70 | \$8,440.20 | \$41,138.52 |

* An asterisk indicates that the budget categories identified for comparison purposes for FY 1991-92 and FY 1992-93 do not precisely match. These budget categories have been modified for FY 1992-93 or are new budget categories.

MARAC 1993-1994 Expense and Income Budget

Treasurer's Report, Appendix 5
MARAC Expense Budget FY 1993-94

| Category | Budget Plan |
|---------------------------------|--------------------|
| GENERAL | |
| Secretary | 50.00 |
| National Coordinating Committee | 500.00 |
| Taxes and Filing Fees | 100.00 |
| Legal-Insurance | 750.00 |
| Subtotal | \$ 1,400.00 |
| ADMINISTRATOR | |
| Office postage | 400.00 |
| Printing/Stationery | 500.00 |
| Salary (student wages) | 500.00 |
| Mailing Service costs | |
| Mid-Atlantic Archivist | 750.00 |
| Membership Renewal | 300.00 |
| Ballots | 350.00 |
| Directory | 0.00 |
| Mailing Service | 500.00 |
| Subtotal | \$3,300.00 |
| TREASURER | |
| Postage/Bank Charges | 110.00 |
| Accountant | 600.00 |
| Subtotal | \$ 710.00 |
| MEMBERSHIP | |
| State Caucuses | \$1,000.00 |
| Membership Renewal | 250.00 |
| Subtotal | \$ 1,250.00 |
| COMMITTEES | |
| Steering | 1,500.00 |
| Nominating | 300.00 |
| Finance | 50.00 |
| Finding Aids Award | 100.00 |
| Custer Award | 100.00 |
| Outreach | 325.00 |
| Meetings Coordinating | 50.00 |
| Education | 250.00 |
| Subtotal | \$ 2,675.00 |
| CONFERENCE ADVANCES | \$ 2,000.00 |
| PUBLICATIONS | |
| Mid-Atlantic Archivist | 8,500.00 |
| Technical Leaflets | 1,400.00 |
| Membership Directory | 0.00 |
| Symposia | 0.00 |
| Membership Brochure | 800.00 |
| Subtotal | \$10,700.00 |
| AWARDS | \$ 300.00 |
| MISCELLANEOUS | \$ 50.00 |
| Total Expenses | \$22,385.00 |

MARAC Income Budget FY 1993-94

| Category | Budget Plan |
|---------------------------------|--------------------|
| GENERAL | |
| Membership dues | \$15,750.00 |
| Publications Sales | 450.00 |
| Publications Advertising | 1,200.00 |
| Bank Interest | 1,500.00 |
| Conferences | 6,000.00 |
| Mailing List Sales | 160.00 |
| Endowment Contribs & Int. | 350.00 |
| Total | \$25,410.00 |
| TOTAL PROJECTED INCOME | \$25,410.00 |
| TOTAL PROJECTED EXPENSES | \$22,385.00 |
| Balance | \$3,025.00 |

STEERING COMMITTEE

Summary of Steering Committee Actions and Reports at the Meeting of 5 November 1993 in Gettysburg, Pennsylvania:

At this meeting the Steering Committee:

- approved the minutes of the 9 July 1993 Steering Committee meeting, with the following corrections:
 - * p. 2, no. 4 b. - in line 5, insert (see appendix 3), and adjust all the following appendix numbers to end of document,
 - * p. 3, no. 6. - line 5 should read "the company raised us to the base level of \$500 required in Virginia.),"
 - * p. 5, no. 11. b. - line 6 should read "just 2 years short of being vested in retirement";
- passed a motion submitted by the Finance Committee to raise the amount held in the reserve fund from \$24,000 to \$30,000 in order to more closely match the current Conference budget;
- rejected a motion submitted by the Finance Committee to use \$2,000 of the profit from the Long Branch meeting to subsidize workshop costs at the Spring 1994 meeting in New York City;
- passed a substitute motion to give \$2,000 to the Local Arrangements Committee for the New York City meeting, to be used as determined by the LAC;
- passed a motion setting the date for a special Steering Committee meeting to approve submission of the APEX proposal to NHPRC by the February 1, 1994, deadline for January 14, 1994, from 10:30 AM to 2:00 (or 3:00 or 4:00) PM, with copies of the narrative portion of the grant and the budget delivered to the Steering Committee members by January 7, and with Steering Committee members having the option of requesting other portions of the grant package; and
- passed a motion to adjourn the Steering Committee meeting at 9:30 PM.

The Chair reported:

- that he had received information on certification from Marie Allen which he will give to EJ to pass on to Local Arrangements committees;
- that Adele will serve as MARAC representative to SAA committees; and
- that he received a letter from Amherst College to be submitted to the Education Committee.

The Vice Chair reported:

- on past and future meetings:
 - * that the check for the income from the Long Branch meeting has been received, with our profit totaling \$14,000 from 284 registrants;
 - * that the Gettysburg meeting has 200 pre-registrations and the tours are nearly full;
 - * Spring 1994, New York City, May 12-14 - hotel contract has been signed with the Ramada Hotel Pennsylvania, Robert Morris, program chair, theme: Documenting the Urban and Suburban Experience, John Celardo, local arrangements chair; and
 - * Fall 1994, Richmond, Virginia, no dates set - negotiations in progress with three different hotels, Betsy Pittman, program chair, theme: Women, Jodi Koste, local arrangements chair.

Steering Committee also:

- received the report of New York City Local Arrangements Chair John Celardo, including the budget and plans for a reception to be held at the Fashion Institute of Technology;
- discussed registration fees at semi-annual meetings and the need to attempt to maintain parity in expenses to members between meetings, perhaps by using income from financially successful meetings to subsidize expenses at other meetings;
- received the report of the MARAC Secretary that she is continuing to work on getting MARAC manuals transferred to the new Steering Committee members;

- received the final report of the MARAC Treasurer for fiscal year 1992/93 that while we lost \$2,447.40 last year, the loss was anticipated when the budget was set and surplus reserve funds were available for the shortfall, that income from the Long Branch meeting falls into fiscal year 1993/94 because the check was received in October, and that the Finance Committee recommends the use of some of the income from Long Branch to subsidize expenses at other meetings and the raising of the reserve to match the current budget level;

- received the report of the MARAC Administrator that membership is currently over 1,100, even though renewals are not all in (including the Chair's), that the search for a new administrator continues, and that she will provide labels to Steering Committee members who need them;

- received the report of the MARAC Archivist that he has received the report of the Long Branch Local Arrangements Committee and will be happy to receive any other records members have brought to Gettysburg;

- received the report of the Education Committee that the Gettysburg seminar series has seemed very successful and that the Committee recommends that we hold such a series once a year, that no CEUs were offered at this meeting due to the special workshop format, and that the Committee has submitted its Long-Range Plan report;

- received the report of the Membership Development Committee that the Committee has drafted a letter to new members and discussed procedures for issuing such letters, that they may have a mentor program in place by the New York City meeting, that they intend to work with Local Arrangements Committees to compile lists of organizations not represented in the MARAC membership and ask the State Representatives to discuss possible ways to compile such lists at the caucus meetings, and that Carolyn Schumacher will be the Steering Committee representative to the Committee;

- received the report of the Nominations and Elections Committee that the two Steering Committee representatives met, that none of the elected members were present with the result that a Committee chair has not yet been elected, that the procedures for convening the Committee need to be changed, but that some candidates have already agreed to run;
- received the report of the Finding Aids Award Committee that four submissions have been received and two more are expected;
- received the report of the Custer Award Committee that Bob Sink will present the award to William Allen for his book, *The Dome: An Architectural History of the U.S. Capitol* and to the National Archives for *The United States at War: 1944*, with an honorable mention awarded to the Library of Congress for *Acquisitions: Manuscripts Division 1991*;

- received the report of the MARAC Liaison to the National Coordinating Committee for the Promotion of History (NCCPH) that no situations previously reported on have changed since the last meeting but that she will attend the American Historical Association meeting in December and will represent MARAC at the NCCPH meeting there;
- received the report of the *maa* Editor that all members are encouraged to submit state and local news, that institutions outside the region can be included as featured repositories but that institutions within the region will get priority;
- received the report of the Meetings Coordinating Committee (MCC) that the Committee Chair sent a memo to state and at-large representatives to the Steering Committee and to the MCC asking for suggestions for future meeting sites as none have been

scheduled past Fall 1994, although Hyde Park and Saratoga Springs, NY, Wilmington, DE, and the Washington/Baltimore area are under consideration and, that the Committee has discussed changing the days of the semi-annual meetings to Friday, Saturday and Sunday **so that members can take advantage of cheaper air fares?**, and that the Committee received a criticism of MARAC meeting programs that maintains that sessions concentrate too much on procedures used in individual repositories;

- received the report of the Finance Committee including the recommendation that a scholarship fund be set up to underwrite attendance at semi-annual meetings by new members, possibly using profits from financially successful meetings [The Chair appointed a Special Committee to study this recommendation]; and

- discussed the partial draft of the grant proposal prepared by the Ad Hoc Committee for the APEX Grant Proposal to NHPRC, including the factors which led to the increased complexity of the proposal, Steering Committee concerns regarding general structural questions resulting from the increased size of the proposed program, the proposed full-time position of Project Director, eligibility of both consultants and applicants, allocation of funds to individual states, financial questions (particularly involving IRS oversight), and plans for the program after the two-year grant period, and the appointment of a special committee to revise the proposal for re-submission to the Steering Committee in December.

People

Anne Turkos has been appointed University Archivist for the College Park campus. Ms. Turkos will also continue as Associate Curator of the Archives and Manuscripts Department in the Collection Management and Special Collections Division of the UMCP Libraries.

Ms. Turkos has been in the professional ranks of the UMCP Libraries since 1985. During the last eight years, Anne has been actively involved in University Archives projects, including but not limited to accessioning of files from University Offices, preparing University publications for cataloging, supervising the processing of records groups and faculty papers, and providing reference assistance to the University community.

Ruth M. "Beth" Alvarez has been appointed Curator of Literary Manuscripts at the University of Maryland at

College Park. The Literary Manuscripts collections include the personal papers of Katherine Ann Porter, Djuna Barnes and other 20th century literary figures.

Julian H. Preisler is now Archivist/Staff Person for the Jewish Historical Society of Delaware (JHSD) in Wilmington, Delaware. He recently completed a three year grant-funded project to process and catalog a 60,000 item audio-visual collection for the Presbyterian Historical Society (PHS) in Philadelphia, Pennsylvania. Mr. Preisler will continue on at PHS as a part-time Project Archivist. In addition to these new ventures, Mr. Preisler recently completed *Through The Years: Congregation Beth Israel of Media, Pennsylvania*. Plans are being completed for a new book dealing with the subject of pioneer synagogues in America.

Continued on P. 17

Business Meeting Resolutions

WHEREAS:

Two score and seven long hours ago, MARAC brought forth a new program, conceived in committee, and dedicated to the proposition that all wars are not created equal. We are now engaged in a great civil war, testing whether that organization or any organization, so conceived and so dedicated can long endure.

The world will little note nor long remember what we say here, but will remain indifferent to what we did here.

Now we are on a great breakfast field of this war. We cannot concentrate on this hallowed ground.

GETTYSBURG

DAY ONE

0900 hours — Registration commences; left flank of table overwhelmed by Virginians.

1000 hours — Seminars begin; Participants wrestle with Thorne-y questions. Military Musick resounds. Battlefield tour begins — one-third of archivists fail to return.

DAY TWO

0900 hours — Gary Gallagher reviews film of military action.

1030 hours — Film revealed to have been manipulated. Archivists seen as victims of disinformation. Formerly civil war turns cold.

1700 hours — Day ends in Tale of Dispersal — archivists routed.

DAY THREE

1030 hours — Archivists review computer use; re-think Battle of Gettysburg; prepare to flee.

THEREFORE, be it resolved that MARAC thanks the Committee for ensuring that a program of the members, by the members and for the members shall not perish from this railroad cut.

—Alan Ginsberg, New York Caucus

BE IT RESOLVED THAT:

One score and one year ago our fogies brought forth in the region a new conference, conceived in haste and dedicated to the proposition that all archives are created.

Now we are engaged in a great meeting, testing whether that conference or any conference so conceived and so dedicated can long endure. We are met on a great battlefield (and the site of the only home that President Eisenhower ever paid for). We have come to consecrate a resolution for those who here gave their nervous systems so that that conference might live... it up. It is altogether fitting and proper that we should do this. But in a larger sense, we cannot dedicate, we cannot concentrate, heck, we can't even see straight. The brave Local Arrangements Committee, living and dead-tired, who struggled here, have consecrated it far above our poor power to add or detract.

For it was they who showed us the way through the circular square in the middle of town.

It was they who revived us with chocolate mint candy bars and apples.

It was they who ghosted us around the town.

It was they who gave us a well-lit, interesting plenary session in the basketball court... that is, ball-room, complete with wafting aroma of giant garlic bagels!

It was they who gave Delaware its own caucus room!

It was they who gave us the opportunity to procure a premiere collection of Civil War photographs for our respective institutions.

The world will little note, nor long remember, what we say here, but it can never forget what the arrangements committee did here. It is for us, the barely living, rather, to be dedicated here to the unfinished work for which they gave the last full measure of devotion.

We here highly resolve that these local arrangements have not been made in vain, that this Local Arrangements Committee, by golly, shall prepare this resolution at the next meeting, and that this conference of the archivists, by the archivists, and for the archivists, shall not perish from the region.

— Jon Williams and the Delaware Caucus

Book Review

Robert C. Byrd, *The Senate 1789-1989, Historical Statistics 1789-1992*. Volume 4, Bicentennial Edition. Editor, Wendy Wolff. Washington, D.C.: USGPO, 1993.

This is a very substantial book of statistics. It consists of 137 tables broken down into 7 chapters which serve as an appendix to Senator Byrd's volumes of *Addresses on the History of the United States Senate*. The chapters include tables of information about Members (this could also be subtitled 'Senators who...'), Elections, Sessions, Party Leadership, Committees, Senate Organization, and Powers. Lists of abbreviations are given for political parties and states. The first two tables in chapter one are an alphabetical list of Senators with birth and death dates, years of service, party, and state. This is followed by a list of Senators by state.

The tables include all possible statistics that I could have thought of and many, many more that would not have occurred to me. Each chapter has an introduction which serves to give background and some history. The tables present themselves well, easy to read and are very full. Additionally there are good footnotes and remarks for most of them. Towards the later chapters, some of the tables have their own prose introductions to explain how various practices developed. Notes are extensive and keys when they serve a purpose. There is an index, which lists members mentioned after the first two tables as the focus is on topics rather than individuals. Handsomely bound on acid free paper, this book of 739 pages of heavy paper is beautiful enough to be a coffee table book, but substantially more useful than such.

—Mary Boccaccio

People

Continued from P. 17

Karl J. Niederer has been appointed acting director of the New Jersey Division of Archives and Records Management (DARM), Department of State, beginning January 1. He succeeds Caesar Iacovone, who has retired.

Employed at the State Archives since 1978, he has served as county historical records surveyor; head of publications, records processing, and preservation; supervising archivist; and since 1986 as bureau chief. With Daniel P. Jones, he has directed the Archives' New Jersey Newspaper Project, a statewide program for preserving historical newspapers on microfilm. He has written and lectured on disaster preparedness and recovery procedures for archives and libraries.

From 1991 to 1993 he served as chairman of the Mid-Atlantic Regional Archives Conference, one of the nation's largest archives professional associations.

In addition to his managerial duties at DARM, Mr. Niederer will become acting coordinator of the State Historical Records Advisory Board, the Governor's central body for historical records needs assessment and planning.

Mr. Niederer has a B.A. from Otterbein College (Westerville, Ohio) and an M.A. in history from the University of Delaware. A Fellow in Delaware's Hagley Program, he earned a certificate in museum studies, with specialized training in archives management.

Session Abstracts

"Planning Your Professional Life as a Series of Projects"

Speakers: Anne C. Webb, Assistant Curator/Archivist, Tudor Place Foundation, Inc., Washington, D.C.; Nancy M. Shawcross, Curator of Manuscripts, Van Pelt Library, University of Pennsylvania; and Carolyn S. Schumacher, Deputy Director for Library and Archives, Historical Society of Western Pennsylvania, Pittsburgh, PA

This session was conducted as a roundtable to allow time for the audience to participate. Anne Webb started with "Conceptualizing and Defining a Project," using her institution, Tudor Place, as a case study. Before applying for grants, the staff at Tudor Place did a long range plan and set goals and priorities so they knew what they wanted to accomplish. Once you know what you want it is easier to match needs to funding resources. Federal Agencies, like NEH, local Humanities Councils, and NHPRC expect you to have a consultant evaluate your repository and your plans before you submit a proposal. Consult with the program officers at the funding agency before submitting a proposal and read the instruction book thoroughly. Leave plenty of time to write a proposal to a federal agency - six months for the research, writing and revisions, longer if you have to bring in a consultant to help you evaluate your collection. They also encourage collaborative projects with other institutions and it is important to know what other institutions are doing so you will not be duplicating efforts. Each grant project should help you prepare for the next project.

Nancy Shawcross talked about "Strategies for a Successful Proposal." She suggested looking for funds in a variety of places. There may be funds within your institution, inter-departmental projects, director's discretionary funds. Link up with the development department and have a fund-raising event or form a Friends of the Library group. Look to local founda-

tions for support. Frequently they have specialties, such as education, that you can tap into. If you have a long range plan (at least three years) you can patch together small grants to achieve a goal. Find out what local funding agencies are interested in. If you have a collection related to science and technology, or minorities, or ethnic groups, you can write a proposal that focuses on particular interests. These smaller proposals can be less time consuming to prepare, especially if you can develop a relationship with a foundation, and they become familiar with your work.

Carolyn Schumacher presented some information on "Working Out the Details." Based on the Historical Society's NHPRC grant for processing about 1200 linear feet of materials she talked about the difficulties of estimating the time it will take to process collections. The average seems to be eight person hours per cubic foot. W. N. Davis ("Budgeting for Archival Process," *American Archivist* 43:2, Spring 1980, 209-211) breaks the work down to 2/3 hour of a senior archivist, 5 5/6 for a processing archivist, and 1.5 for a clerical assistant. Uli Haller estimates 3.8 hours per cubic foot for materials if they come in fairly good order ("Variations in the Processing Rates on the Magnuson and Jackson Senatorial Papers," *American Archivist* 50:1, Winter 1987, 100-109). Consult Tom Wilsted's MARAC Technical Leaflet (*Computing the Total Cost of Archival Processing*, Series No. 2, 1989) for estimating the cost of processing. Call around and ask other repositories about their experience estimating the time and staff needed for completing a project. Processing is not the only activity to consider for grant funds. Outreach programs such as lecture series, fellowships for encouraging researchers to use your prize collections, conservation and reformatting, and oral history projects are some of the work that can be included in your fund raising plans.



The College and University Archives Seminar in MARAC's "Archival Repositories 1993: Issues & Trends" se-

ries was a popular success for its 34 participants. The day's discussion ranged over documentation, access/use, and outreach issues. Ben Primer of Princeton and Lee Stout of Penn State were the moderators for the session. Documentation issues were the starting point of the morning's discussions. We began with the question of how do we most effectively document our institutions, but quickly recognized the need to define both mission and customers. Outreach quickly became a central focus in the discussion, but to resource providers instead of researchers. Some participants argued that institutional archivists have to be entrepreneurs, "selling" the value of historical information to school. Most also perceive records management as increasingly central to this effort. Many C&U archivists present reported they were seeking to "institutionalize" their archives by having a basic archives and records policy introduced. At the same time, there was general agreement that there was little consensus on campus about what the function of the archives was. This clearly makes the "sales job" on any given program or set of records tougher.

Our discussion of access and use issues occupied the bulk of the remainder of the session. Virtually all of us keep statistics on use, but there was no agreement on defining how and what to count, let alone comparative reporting of these measures. In general, there seemed little sense that use systematically influences either collecting or processing. There does not yet appear to be universal acceptance of putting cataloging records for C&U archival material in library catalogs either, and thus the promotion of use through classroom instructional sessions (outreach again) looms large in a number of these institutions. The effect of access policies on use represents a substantial problem in some institutions. In one case, access to a university's records required the permission of the archivist and both the relevant dean and department head, which meant that use was severely inhibited. Private colleges and

universities were more likely to have restrictive policies on access, which also represented an obstacle to securing transfers of archival materials from offices to the archives, and explained the high level of interest in establishing records policies.

— Lee Stout



Beyond Form 80: Civil War Research in Federal Records

Marie Varrelman Melchiori, a professional genealogist specializing in Civil War research, and Constance Potter, Genealogy Specialist in the User Services Division of the National Archives, spoke about using Civil War records for genealogical research.

Melchiori presented an abbreviated version of a paper that she would present before a genealogy conference. She spoke about a methodology that goes beyond "hatch, match, and dispatch" (birth, marriage, and

death records) to include an expanded knowledge of finding aids and the different kinds of records available at the National Archives. She described lesser known records about both soldiers and civilians who supported the Confederacy. She distributed a hand-out listing the records that she talked about.

Potter spoke about the different types of genealogy researchers who work in the Microfilm Reading Room at the National Archives. She stressed the challenges of working with beginning researchers, who comprise more than half the researchers in the Microfilm Reading Room. She concluded her paper with a discussion of research into the records of two Union soldiers, one of whom was a Galvanized Yankee.

— Constance Potter

Editor's Note: Additional abstracts will appear in the next issue.

Congressional Papers Conference

Nationally prominent scholars, political commentators, and archivists will convene in Portland, Maine, on September 16 and 17, 1994 for a two-day conference on issues facing the preservation, use and accessibility of the personal and official papers of members of Congress.

The conference, sponsored by one of Maine's major repositories of senatorial papers, the Margaret Chase Smith Library in Skowhegan, is the first of this type held since the Harpers Ferry, West Virginia, conference, Congressional Papers Project in 1985. A previous Conference on the Research and Disposition of Senator's Papers was held in Washington, D.C., in 1978.

The Congressional Papers Conference will focus on the many changes since 1985 that hold significant implications for the research, educational and archival communities. Panelists representing archivists, scholars, and current and former members of Congress and their staff will present their thoughts on both current issues of access, preservation, automation, technology, value and educational programs, as well as the outlook for the future.

Panelists will include, among others, Richard Baker and Karen Paul of the Office of the U.S. Senate Historian; Raymond Smock and Cynthia Miller of the Office of the Historian, U.S. House of Representatives; Michael Gillette, Director, Center for Legislative Archives at the National Archives; and Trudy Peterson, Acting Archivist of the United States.

Former Florida Congressman Dante Fascell and archivist William Brown, responsible for Fascell's papers at the University of Miami, will be among those representing the creators of the papers and the challenges they face. A nationally recognized political commentator will provide an outsider's point of view and the value of congressional papers in general.

For further information or for registration materials contact: Margaret F. Viens, Conference Coordinator, Margaret Chase Smith Library, P.O. Box 366, Skowhegan, Maine 04976. Phone: (207) 474-7133; Fax: (207) 474-8878.

Guide Presents Media Options For Records Management

A General Services Administration (GSA) guide describing technology and media available that can help improve organizational record management is now available for sale from the Superintendent of Documents.

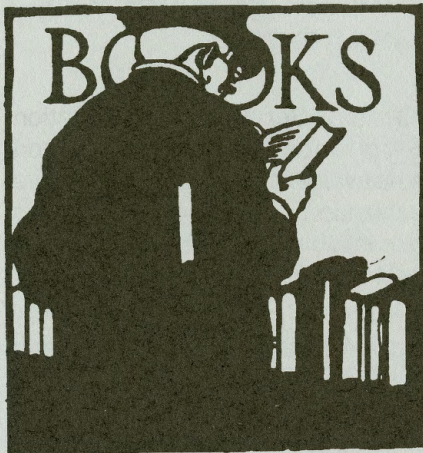
Applying Technology to Record Systems: A Media Guideline, a 130-page records media guide, is the first book of its kind in scope and technical detail, according to GSA. It covers paper, tape, film, and magnetic and optical disks. Through detailed explanations, definitions, illustrations, charts, and tables, it lets users compare media strengths and weaknesses in terms of capability, appropriateness, storage, and cost.

The guide is organized into ten sections that discuss topics ranging from the physical properties of storage media, to how various media impact costs for technology conversions. A series of forms takes the user through a step-by-step assessment of operations, records and resources of one's organization. A bibliography lists more than 130 publications that provide further information.

Order *Applying Technology to Record Systems* by mail for \$8.00 per copy, including shipping and handling. To order, indicate stock number 022-003-01177-3, and send your check or money order, payable to Superintendent of Documents, or VISA or MasterCard number and expiration date to : Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954.

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Reference Shelf



The Northeast document Conservation Center (NEDCC) announces a new technical leaflet on storage solutions for oversized paper artifacts. The leaflet is designed to help curators, collections managers, and others with collections of maps, posters, large prints, architectural drawings, and other oversized paper materials. It provides advice on purchasing storage furniture and enclosures and on utilizing current storage facilities to accommodate large paper objects. The leaflet also covers special enclosures for oversized materials as well as folders, mats, and polyester film encapsulation, and it includes advice for rolled storage. To obtain a free copy contact Gay Tracy, Northeast Document Conservation Center, 100 Brickstone Square, Andover, MA 01810, or call (508) 470-1010. For conservation treatment of your oversized materials and other paper collections contact Mary Todd Glaser.



World War I Records at New York State Archives. Publication of a new finding aid of an exhibit from the New York State Archives coincides with the 75th anniversary of the November 11 signing of the Armistice that ended World War I. The finding aid, *A Spirit of Sacrifice: New York's Response to the Great War*, describes 26 records series totaling over 440 cubic feet. It is

divided into three sections: military service records, including records about bonus payments; an agency history and records of the State Council of Defense; and related records of other State agencies. The service records are the only extant documentation of New York veterans' war service.



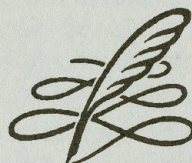
A new book from the New York State Archives and Records Administration will help researchers discover the rich details of New Yorkers' lives over a 350 year span of the State's history.

The book, ***Guide to Records in the New York State Archives***, will help researchers find what they are looking for in the over 100 million documents and 500,000 images that are in the State Archives. The records date from the 1630s to the 1990s and document

the organization, functions, policies, and operations of colonial and State government. The records also document the lives of hundreds of thousands of citizens as they came into contact with State government, whether it be to find a cure for TB in a State-operated sanitarium, enlist in a State regiment to fight in the Civil War, or engage in some other activity connected with the State.

The 497-page **Guide** contains brief essays on the current functions and organizational histories of every State government executive branch agency, the legislature, and the judiciary. Each essay is followed by a summary list of the Archives holdings of records from the agency or other unit of government. In addition, the **Guide** contains an extensive list of microfilmed local government records in the Archives.

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Spring Meeting

New York City, New York, May 12-14, 1994

SAA CALENDAR

Indianapolis

September 5-11, 1994

Washington, D.C.

August 25 - September 3, 1995

San Diego

September 1-8, 1996

For more information, contact:
Meeting Planner, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605, 312-922-0140

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research materials. Individual yearly membership dues are \$10.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *maa* (at \$10 per year) and membership applications should be addressed to: Marsha Trimble, University of Virginia Law Library, Charlottesville, VA 22901, telephone (804)924-3023, Fax (804)982-2232, Electronic Mail: MT9C@Virginia.edu. Send material for *maa* publication to: G. David Anderson, University Archivist, The Gelman Library, George Washington University, Washington, DC 20052, telephone (202) 994-7549, Fax (202) 994-1340, Electronic Mail: CC1821A@GWUVM. Deadlines are the first of March, June, September and December.

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